



A Statewide System Developed & Administered by:
Louisiana Law Enforcement Agencies
and
Louisiana Radio and Television Stations

PURPOSE:

Louisiana's statewide *Amber Alert!* System is the result of a cooperative effort among the Louisiana State Police and local Law Enforcement Agencies working in conjunction with the Louisiana Association of Broadcasters and the more than 250 radio and television stations throughout the State.

This statewide system provides law enforcement agencies intermediary access to the on-air signals of broadcasting stations across the state during the critical minutes following an initial report, to local authorities, of suspicious circumstances involving a child's disappearance.

Using remote access equipment linked to the National Emergency Alert System (EAS) and an electronic mail network, maintained at Louisiana State Police Troop F in Monroe, all radio and television stations will receive an alert to interrupt programming, via the EAS, and broadcast information about a child's disappearance.

The intent of **the Louisiana *Amber Alert!* System** is to disseminate accurate information about the disappearance, together with a photograph and description of the child, to as many residents of the state as possible as quickly as possible. Citizens having information which may lead to the recovery of the abducted/missing child, will be asked to contact law enforcement agencies by calling **911**.

Every reasonable effort will be made to ensure the criteria for EAS activation exists prior to its use, as over utilization of the EAS or false information could render the *Amber Alert!* System ineffective. All necessary precautions to authenticate information and limit interruptions of local radio and television broadcasts must and will be taken.

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Louisiana *Amber Alert!* System

POLICY

A strict criteria will be applied should a law enforcement agency request statewide activation of Louisiana's *Amber Alert!* System.

ACTIVATION CRITERIA

- The missing child must be under the age of 17 and thought to be in imminent danger and/or criminal activity must be suspected in the disappearance.
- A police chief, sheriff or local law enforcement agency commanding officer must complete the Louisiana *Amber Alert!* System Initial Reporting Form, sign the document and electronically mail or fax the form to:

Louisiana State Police, Troop F located in Monroe.

TELEPHONE #: 318-345-0000

FAX #: 318-362-5198

EMAIL: amberalert@dps.state.la.us

- A photograph of the child will be e-mailed along with the initial reporting form, or as soon thereafter as possible, or will be turned over to the law enforcement officer assigned to respond to the disappearance call.
- Before activation of the Emergency Alert System, the Troop F Commander, or his designee, must consider the information contained within the initial report form to insure that it meets ALL criteria set forth herein.
- Elements, of the disappearance case, to be considered are:
 - Threat of imminent harm or death to the missing child
 - Age of the child
 - Time of initial report vs. time of disappearance
 - Witness information
 - Possible domestic or parental dispute involving child
 - Other facts that indicate the child was abducted or is in danger of serious injury or death, i.e., witnessed kidnapping or witnessed abuse or violence toward the child.
- Only the Troop F Commanding Officer, or his/her designee, may authorize activation of the Amber Alert. (see "Activation Criteria"). The Commanding Officer, or his designee, will prepare the announcement and then contact the designated radio station to activate the alert.
- Following the initial alert, an *Amber Alert!* will be broadcast every twenty (20) minutes, during the first three hours and every thirty (30) minutes thereafter for the next two hours or until such time that an "end of alert" message is received from the authorized law enforcement agency. Local and statewide broadcast stations will exercise their own independent discretion to repeat the broadcasts more frequently and determine the frequency in which the alert is re-broadcast following expiration of the above mentioned five (5) hour period following the initial alert.

- Upon receipt of verification, from the local law enforcement agency, that the child has been found, the LSP Region Commander, or appropriate designated commander, will issue an “end of alert” message” to that affect.

DISAPPEARANCES NOT MEETING EAS ACTIVATION CRITERIA

If the circumstances of a child's disappearance do not meet the criteria to activate the statewide EAS, the Louisiana State Police may offer an alternate form of mass notification.

- A photograph and Louisiana *Amber Alert!* System Initial Reporting Form may be e-mailed through a statewide network of law enforcement agencies, news media offices and other forms of public communication.
- The e-mail will contain information taken from the Louisiana Amber Alert System Initial Reporting Form submitted by the local police or sheriffs department (i.e. name of missing child, physical and clothing descriptions, location last seen, time of disappearance, law enforcement agency requesting general e-mail notification, contact name and telephone number.)
- The e-mail alerting news media and law enforcement of a child's disappearance which does not meet the criteria of an *Amber Alert!* EAS activation will include the following paragraph at the beginning of the e-mail:

“The (name of law enforcement agency) has requested the following information be provided to the Louisiana news media and law enforcement agencies:

“At the present time, information being provided to the Louisiana State Police by the (name of law enforcement agency) does not meet the criteria to activate the EAS for an Amber Alert!.

It is left to the discretion of each law enforcement agency and news department receiving this email as to whether the attached information, regarding the disappearance of this child, and/or the photograph of this child, will be released to the public.”

- Should further investigation into the disappearance produce evidence that may change the initial circumstances as reported to local law enforcement, the LSP may reconsider activating the EAS.

FREQUENTLY ASKED QUESTIONS:

Who can request that a Louisiana Amber Alert! be issued through the EAS?

Any Louisiana law enforcement agency can make the request, but must first initiate the applicable directives required of the local police or sheriff's department. (See "Activation Criteria")

What responsibilities do parents of a missing child have after local law enforcement request activation of the Louisiana Amber Alert! System?

Working closely with investigators, it will be important that parents quickly provide local law enforcement officers with either a recent digital photograph of the child who is missing or a recent glossy photograph that can be scanned into a computer. It is preferable the photograph of the child be a high quality waist-up or portrait close-up. An accurate and thorough physical description of the child who is missing, along with detailed information about clothing being worn by the child and any personal items with the child at the time of the disappearance will be requested.

Who may authorize a Louisiana Amber Alert! System activation through the Emergency Broadcast System?

The only person who may authorize activation of the EAS encoder for an *Amber Alert!* is the State Police Troop F Commander, or his designee.

Is there a method by which the news media and other law enforcement agencies may receive information about a missing child whose disappearance does not meet the criteria of the Louisiana Amber Alert! System?

The Louisiana State Police will forward to other law enforcement agencies and the news media, through an e-mail list server, information received about missing children who do not meet the criteria of EAS/*Amber Alert!* System activation.

Can a parent of a missing child independently ask for activation of the Louisiana Amber Alert System?

Local law enforcement agencies must first have the opportunity to gather information about a child's disappearance and determine whether the disappearance meets the activation criteria.

SAMPLE

LOUISIANA STATE POLICE

Louisiana *Amber Alert!* System

EAS Activation Script

Prepare announcement by using Louisiana *Amber Alert!* System Initial Reporting Form as a source of information to complete the fields below.

Rehearse your script. Read the script before EAS activation. Pace your delivery so that the script is read twice within approximately 90 seconds.

Secure the room prior to the EAS broadcast and make certain no extraneous audible distractions will interrupt your broadcast.

Following each broadcast initial your script and include the date and time(s) of the EAS activation along with the name of the LSP.

All scripts will be kept in an EAS Activation File to be maintained By Troop F Communications personnel.

Section I

THIS IS THE LOUISIANA STATE POLICE WITH A SPECIAL BULLETIN...A CHILD IS MISSING AND YOUR HELP IS NEEDED FIRST & LAST NAME OF CHILD WAS LAST SEEN AT NEAREST CITY OR COMMUNITY IN NAME OF PARISH PARISH ABOUT TIME OF DISAPPEARANCE O'CLOCK THIS MORNING AFTERNOON OR EVENING IN THE VICINITY OF INSERT NAME OF SCHOOL, SHOPPING AREA, RECREATION AREA & PHYSICAL ADDRESS WHERE CHILD WAS LAST SEEN & THE DIRECTION OF TRAVEL ON HWY/STREET.

Section II

(To be used only with the discretion of authorizing LSP commander)

LOCAL LAW ENFORCEMENT OFFICERS TELL THE STATE POLICE FIRST & LAST NAME OF CHILD MAY HAVE BEEN ABDUCTED AND/OR IS BELIEVED TO BE IN IMMINENT DANGER.

Section III

YOUR HELP IS NEEDED IN LOCATING FIRST & LAST NAME OF CHILD WHO IS DESCRIBED TO BE A(N) RACE OR IDENTIFY ETHNICITY OF MISSING CHILD MALE OR FEMALE WITH COLOR OF HAIR HAIR, COLOR OF EYES EYES AND DESCRIPTION OF COMPLEXION COMPLEXION...

FIRST NAME OF CHILD IS AGE (NUMBER OF DAYS, WEEKS, MONTHS, YEARS OLD AND IS ABOUT HEIGHT-# OF INCHES OR FEET LONG OR TALL AND WEIGHS NUMBER OF OUNCES OR POUNDS OUNCES OR POUNDS. FIRST NAME OF CHILD WAS LAST SEEN WEARING COMPLETE DESCRIPTION OF CLOTHING AND ANY PERSONAL ITEMS IN POSSESSION OF CHILD...

Section IV

(To be used only at the discretion of authorizing CID commander)

FIRST NAME OF CHILD MAY BE WITH INSERT NAME OF SUSPECT INDIVIDUAL AND ANY PHYSICAL DESCRIPTION OF VEHICLE THE CHILD AND SUSPECT MAY BE IN...

Section V

IF YOU HAVE ANY INFORMATION REGARDING THE DISAPPEARANCE OF FIRST & LAST NAME OF CHILD, PLEASE CONTACT THE NEAREST LAW ENFORCEMENT AGENCY BY CALLING **911**